

Local Officers' Handbook

Government Services Union
2020

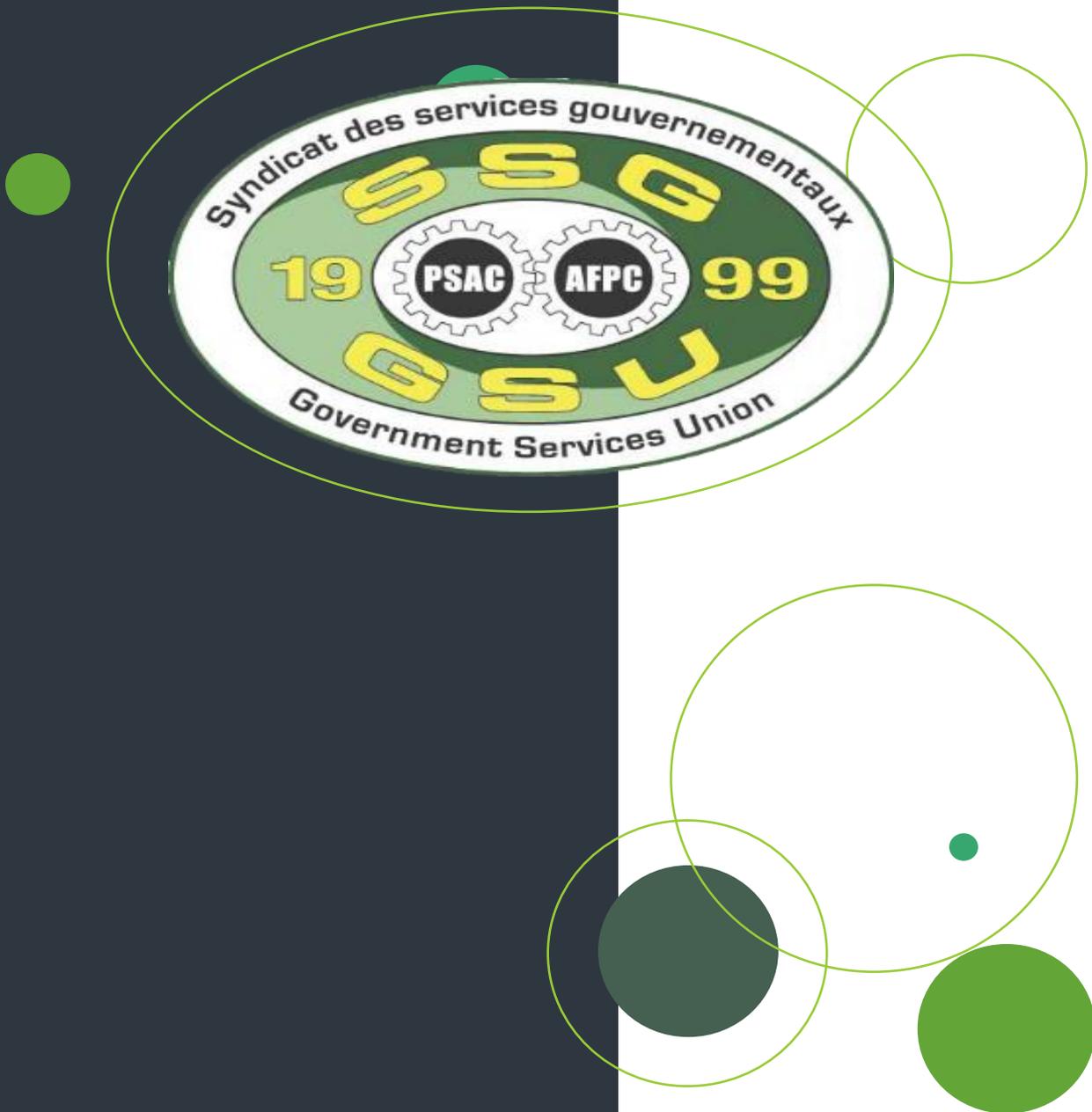


TABLE OF CONTENTS

Getting Started.....	1
GSU Structure.....	2
Local Organization.....	3
Tips for Local Officers.....	5



GETTING STARTED

Thank you for having agreed to be a Local Officer of the Government Services Union. Local Officers are the backbone of our union. You represent members in the workplace and provide leadership within the Local and at all levels of the organization.

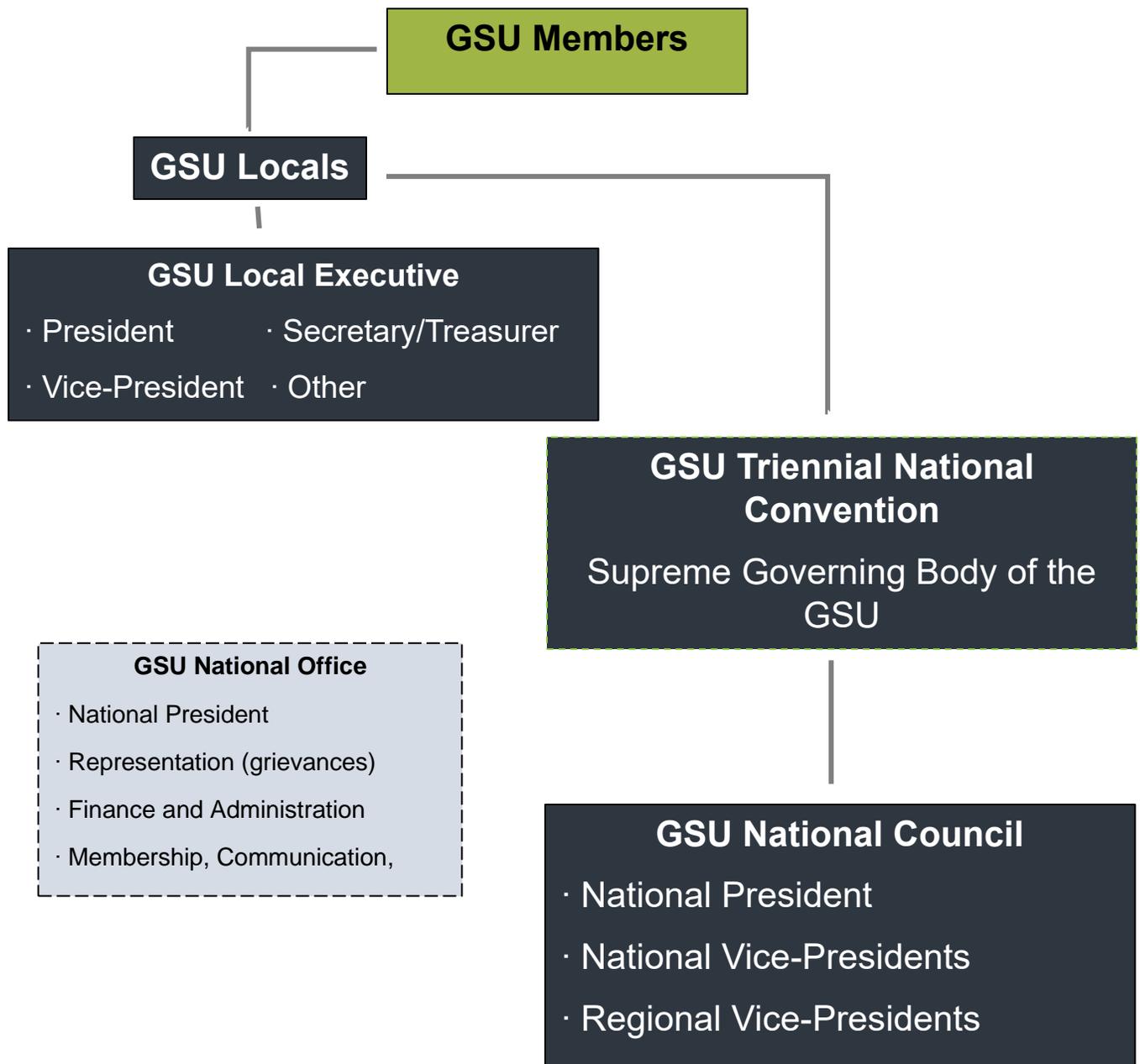
Whether you are new in your role or you have been doing it for many years, union work can sometimes feel overwhelming. This handbook will provide you with an overview of your Local Officer role and responsibilities and is one of the tools that GSU is developing to help you carry out your important work.

As a Local Officer, you represent an inclusive union whose members are at the core of its priorities. Thank you for contributing your time and effort to the Government Services Union.



GSU STRUCTURE

The Government Services Union has over 9,000 members organized in 27 Locals across Canada. Our members work for three employers: Public Services and Procurement Canada (PSPC), Shared Services Canada (SSC) and the Royal Canadian Mint (RCM). In addition to its Locals, GSU also has a National Council comprised of 1 National President, 2 National Vice-Presidents, 1 National Vice-President – Equity and 16 Regional Vice-Presidents.



LOCAL ORGANIZATION

GSU Locals have the authority to elect their own officers, adopt by-laws, conduct their own meetings, set their own Local dues rate and, of course, protect the rights and advance the interests of Local members at the workplace.

You hold a position within your Local – but what exactly does it mean?

Each Local has specific roles and responsibilities to fulfill. Below you will find the main responsibilities for each role, although each Local can add more to the list.

Regional Vice-President (RVP)

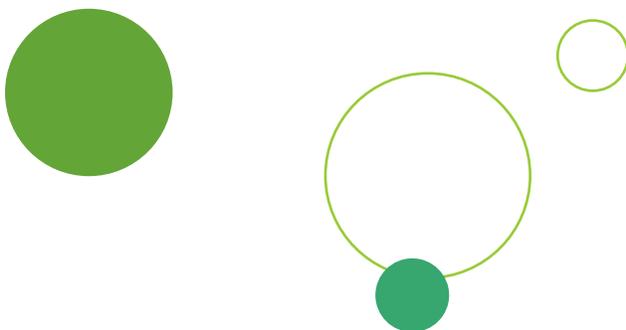
Although RVPs are not part of the Local Executive, they play a crucial role in mentoring the Local executive and in helping fulfill their duties.

Local President

- Convene and preside at all meetings of the Local;
- Deal with Local Representatives of the employer on matters affecting the interests of the members of the Local;
- Participate on Regional Consultation Committees if requested by the Regional Vice-President and if approved by the GSU National President;
- Participate on GSU Standing Committees if requested by the GSU National President;
- Responsible for members' representation (grievances) in their locals.

Local Vice-President

- Assist the President in their duties and replace the President when requested, or in the case of absence, incapacity, resignation, or death;
- Attend all meetings of the Local, including the Local Executive Committee meetings.



LOCAL ORGANIZATION

Secretary

- Keep an accurate account of the proceedings of each meeting and distribute the AGM minutes to the appropriate members and to the GSU National Office;
- Responsible for maintaining proper documents and all correspondence;
- Attend all meetings of the Local, including the Local Executive Committee meetings.

Treasurer

- Responsible for the financial records of the Local;
- Responsible for the preparation and presentation of financial statements at membership and Local Executive meetings as required;
- Ensure that an up-to-date listing of all members is kept;
- Collect all moneys payable to the Local and deposit such funds in a financial institution approved by the Local Executive Committee;
- Responsible for the disbursement of funds payable by the Local in settlement of its just debts;
- Attend all meetings of the Local, including the Local Executive Committee meetings.

Chief Shop Steward

- Convene and preside at all Steward meetings;
- Maintain a current list of all Stewards in the Local and supply it to all Executive Committee members and Stewards in the Local;
- Attend meetings of the Local – can include Local Executive Committee meetings.



LOCAL ORGANIZATION

By-Laws

The Local By-laws constitute the democratic framework within which the Local operates. They must not conflict with the GSU By-Laws and/or the PSAC Constitution. In Regulation 2 of GSU By-Laws, Locals can find a framework to guide them. Locals can add By-laws, Regulations and Policies.

EACH LOCAL IS RESPONSIBLE TO HAVE THEIR OWN SET OF BY-LAWS. ALTHOUGH THE GSU PROVIDES A FRAMEWORK TO GUIDE LOCALS IN FORMING THEIR BYLAWS, EACH LOCAL CAN MODIFY THEIR BY-LAWS IN ORDER TO MEET THEIR NEEDS – AS LONG AS IT DOES NOT CONTRAVENE GSU BY-LAWS AND THE PSAC CONSTITUTION.

TIPS FOR LOCAL OFFICERS

The potential for effectiveness largely depends on your ability to maximize your time and effort. One way to accomplish this is for you and the other officers in your Local to work together. Although you all have your roles and responsibilities, you are all working towards the same goal: creating an effective and positive union presence in the workplace.

All Local Officers are volunteers. Time management planning and prioritizing will be key in keeping on top of your union work. Try to set some time aside every day to complete union tasks. Depending on the Local's workload, the Local may want to consider hiring someone part-time to help with some clerical tasks, as an example.

Talk with your members – the more they know about the Local activities, the more they will be interested in getting involved. The bigger your network of volunteers is, the lower the workload for everyone involved.